



# CITY OF HOUSTON

## Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from: ALL PERSONS INTERESTED		
2	Job Classification ENVIRONMENTAL INVESTIGATOR III		
3	Posting Number PN# 112282 (Multiple Positions)		
4	Department Health & Human Services Department		
5	Division Environmental Health		
6	Section Bureau of Air Quality Control		
7	Reporting Location 7411 Park Place		
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*		
	*Subject to change		
9	<b><u>DESCRIPTION OF DUTIES</u></b> Oversees and performs comprehensive technical investigative work relative to the detection, analysis and elimination or control of environmental pollutants and contaminants.  <b><u>CORE FUNCTIONS</u></b> <ul style="list-style-type: none"><li>➤ Monitors ambient air chemical and microbiological aspects. Operates, calibrates, and maintains air monitoring equipment at remote sites. Performs quality assurance, audits, and data validation. Prepares data reports.</li><li>➤ Follows required standard operating procedures, quality management plan, and quality assurance project plans. Troubleshoots and makes minor repairs to instruments. Purchases equipment.</li><li>➤ Applies the Federal, State, and Local air quality regulations. Performs air quality work by responding to complaints, assisting in field investigation, monitoring of air pollutants, and communicating the results.</li><li>➤ Tracks air quality indicators, analyzes air quality trends, and effectively uses computer techniques (such as Geographical Information System) in technical reports and presentations.</li><li>➤ Supports air quality and other public health community events. Documents activities performed.</li><li>➤ Participates in environmental health emergency preparedness and response, and other special assignments.</li></ul> <b><u>WORKING CONDITIONS</u></b> The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.  <b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Chemistry, Biology, Environmental Health Engineering or a closely related degree.  <b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two (2) years of pollution/environmental control experience are required.  <b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Must have a valid Texas Driver's License and comply with the City of Houston's policies on driving (AP 2-2).  <b><u>PREFERENCES</u></b> <ul style="list-style-type: none"><li>➤ Able to lift up to 50 pounds, climb ladders repeatedly, and work over regular hours.</li><li>➤ Ability to communicate orally and in writing with precision.</li><li>➤ Computer skills including Microsoft. Ability to work closely and effectively with assigned teams.</li></ul> <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None  <b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.  <b><u>SALARY INFORMATION</u></b> <b>GRANT FUNDED POSITIONS</b> Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  <div>Salary Range - Pay Grade 20</div> <div>\$1,542- \$1,755 Biweekly \$40,261 - \$45,798 Annually</div> <b><u>OPENING DATE</u></b> August 2, 2006 <b><u>CLOSING DATE</u></b> Open Until Filled  <b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer		